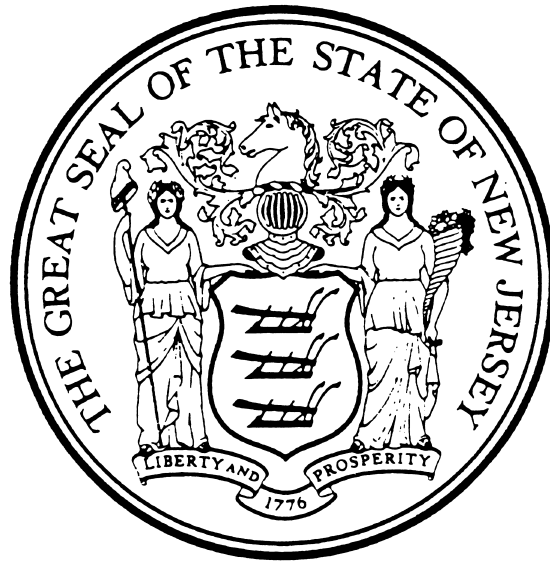


**STATE OF NEW JERSEY**  
**Division of Gaming Enforcement**



**INSTRUCTIONS FOR FILING AN APPLICATION FOR A  
CASINO SERVICE INDUSTRY ENTERPRISE LICENSE**

## Casino Service Industry Enterprise License

These instructions are applicable to any enterprise that proposes to provide goods or services relating to casino or gaming activity to any casino license applicant or casino licensee in New Jersey. They also apply to any other entity that is required to file an application pursuant to the provisions of *N.J.S.A. 5:12-92c(2)*. Enterprises offering goods or services that relate to gaming activity must be licensed pursuant to Subsection 92a(1) or (2) of the Casino Control Act (Act) prior to conducting any business with casino license applicants and casino licensees. (*N.J.S.A. 5:12-92a(1) and (2)*). However, pursuant to Subsection 92a(1) and (2) and *N.J.A.C. 13:69J-1.2B*, the Division of Gaming Enforcement (Division) may permit an unlicensed enterprise to conduct business transactions, if a joint petition for a transactional waiver is filed by the enterprise and the casino license applicant or casino licensee who are seeking to transact business.

**The original and one copy of all forms and attachments** shall be sent to the Division, with the appropriate fee at the following address:

**New Jersey Division of Gaming Enforcement  
Service Industry Licensing Bureau (SILB), Intake Unit  
1300 Atlantic Avenue, 3<sup>rd</sup> Floor  
Atlantic City, New Jersey 08401**

If the photocopy of this form is not clear, the application will not be accepted. For casino service industries filing an application for licensure, **the required minimum application fee is \$5,000 for all enterprises, payable to the CASINO CONTROL FUND** (see *N.J.A.C. 13:69A-9.8* on page 3). Payment may be made by check, money order or credit card. Once your application is accepted, it becomes the property of the Division and may not be withdrawn without the permission of the Division. Should the Division grant your license, resubmissions will be required not later than every five years thereafter.

### INSTRUCTIONS

#### **I. APPLICATION FORMS:**

A. The forms that make up an application for a casino service industry enterprise license (CSIE), are as follows:

1. BUSINESS ENTITY DISCLOSURE FORM – CASINO SERVICE INDUSTRY ENTERPRISE LICENSES (for applicant entity and each holding or intermediary company).

**Note:** Please give particular attention to Items 2, 7, 9, 29, 30, 36, 37, 38, and 39 of the Business Entity Disclosure Form – Casino Service Industry Enterprise (BED-CSIE). Information for these items is frequently omitted or completed incorrectly, which necessitates the applications being returned for corrections.

2. MULTI-JURISDICTIONAL PERSONAL HISTORY DISCLOSURE FORM AND NEW JERSEY SUPPLEMENTAL FORM – CASINO SERVICE INDUSTRY ENTERPRISE

All individuals listed under Item 7 of the BED-CSIE shall complete the Multi-Jurisdictional Personal History Disclosure Form and New Jersey Supplemental Form in detail. Be sure to include a photograph, tax returns and other attachments as required by these forms.

**Note:** Please note that all persons submitting for qualification must be fingerprinted in accordance with *N.J.A.C. 13:69A-7.7(a)*. See the instructions in the forms for further information.

### 3. EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION OBLIGATIONS FORM

All enterprises applying for the initial issuance or retention of a CSIE license must acknowledge basic equal employment and business opportunity obligations as conveyed in paragraphs one through four of the Equal Opportunity and Affirmative Action Obligations form. In addition, enterprises that employ 50 or more employees in the State of New Jersey must also acknowledge paragraphs five through nine of the form.

## II. COPIES:

**An original and one copy** of all forms noted above, **including copies of all appendices and attachments**, must be included as part of the application package.

## III. GENERAL:

- A. Make extra copies of the enclosed forms for your use, as needed.
- B. Be sure to include the filing fee with your application submission.
- C. All forms must be properly **signed and notarized** as required.
- D. All copies must be legible.
- E. All attachments to forms must be copied and properly identified with the corresponding item number clearly noted on the front of each attachment.

**If you have any questions regarding the enclosed forms or the information required to complete this application, please contact the Division's Service Industry Enterprise License Unit at (609) 441-3007.**

#### IV. FEES:

##### A. N.J.A.C. 13:69A-9.8 – CASINO SERVICE INDUSTRY ENTERPRISE LICENSE FEE

1. In accordance with Subsections 92a(1), (2) and b of the Act, all casino service industry enterprises offering goods and services that directly relate to casino, simulcast wagering or gaming activity, including gaming equipment manufacturers, suppliers, repairers and independent testing laboratories, shall meet the standards established for casino key employees in order to be licensed as a CSIE. Such a license shall be issued with subsequent resubmissions required at least every five years thereafter.
2. In order to recover the cost of the investigation and consideration of license applications by enterprises engaged in these industries, the initial license application and issuance fee for a Subsection 92a(1) and (2) CSIE license shall be assessed as follows:
  - a) A minimum application charge of \$5,000 shall be due at the time of application;
  - b) An additional application charge of \$5,000 shall be due when the total number of hours of Division professional staff time expended on matters directly related to the applicant exceeds 333 hours;
  - c) An additional application charge of \$5,000 shall be due when the total number of hours of Division professional staff time expended on matters directly related to the application exceeds 667 hours;
  - d) An additional application charge, at an hourly rate to be set by the Division, in accordance with N.J.A.C. 13:69A-9.4(e), shall be due and payable upon demand by the Division for each hour of Division professional staff time that is expended on matters directly related to the applicant that is in excess of 1,000 total hours; and
  - e) Payment for all unusual or out-of-pocket expenses incurred by the Division for matters directly related to the processing and investigation of the application.
3. In order to recover costs for monitoring compliance with the Act and the regulations, and for assuring the continued fitness of enterprises licensed as CSIEs, the application fee for the retention of a CSIE license shall be assessed in accordance with 2 above.
4. Any enterprise required to apply for the issuance or retention of a CSIE license may request an installment plan for payment of the application fee in 2 a) above, in accordance with the following schedule:

- a) Upon filing of the application, an initial installment payment equal to one-fourth of the application fee and an additional fee of \$100 for the cost of processing such payment plan; and
- b) Three subsequent installment payments, each equal to one-fourth of the application fee, to be paid within 90 days, 180 days and 270 days from the date that the application is filed.

B. *N.J.A.C. 13:69A-9.19* – OBLIGATION TO PAY FEES; NONREFUNDABLE NATURE OF FEES; CREDITS

- 1. Any fee obligation arising in accordance with the Act and this subchapter shall be due and payable, notwithstanding the withdrawal or abandonment of any application or the termination in any manner of an existing license.
- 2. Except as otherwise provided, amounts actually paid by an applicant or licensee in accordance with the Act and this subchapter shall not be refundable.

**V. PAYMENT BY CREDIT CARD:**

The Division will accept credit card payments for all licensing fees. The credit cards currently accepted are American Express, MasterCard, Visa, and Discover. If you wish to pay by credit card, please complete the enclosed Credit Card Authorization form and return it with your application for CSIE licensure or for retention of that license. Any questions regarding the completion of the Credit Card Authorization form should be directed to the Division's Revenue Unit at (609) 441-3746.

**VI. PERMISSION TO CONDUCT BUSINESS PRIOR TO LICENSURE (TRANSACTIONAL WAIVER PETITION):**

A. *N.J.A.C. 13:69J-1.2B* – PERMISSION TO CONDUCT BUSINESS PRIOR TO LICENSURE

- 1. All enterprises required to be licensed pursuant to N.J.S.A. 5:12-92a(1) or (2) shall require licensure as a CSIE prior to conducting **any** business whatsoever with a casino applicant or licensee, its employees or agents **UNLESS**:
  - a) A joint petition is filed by a casino licensee or applicant for a casino license, and the enterprise seeking CSIE licensure, with the Division , seeking a transactional waiver to permit business transactions between the parties while the Division conducts its investigation of the enterprise, and its qualifiers pursuant to N.J.S.A. 5:12-92b.
  - b) The Director may grant such transactional waiver if:
    - (1) A completed application for a CSIE license has been filed by the applicant - enterprise;

- (2) The CSIE applicant files a certification from a designee of the applicant stating that neither the CSIE applicant nor any of its qualifiers are disqualified pursuant to the criteria set forth in N.J.S.A. 5:12-86;
    - (3) The petitioner shows good cause for granting the petition; and
    - (4) The CSIE applicant agrees, within thirty business days of transacting any business, to supply a detailed explanation to the Division, in writing of same. Both the CSIE applicant and casino or casino applicant involved in any transaction must maintain and make available for inspection, upon demand by the Division, any records regarding the business transacted.
  - c) The Division may, upon the petition of an applicant for a CSIE license that intends to engage in the manufacture, sale, distribution, testing, or repair of slot machines, permit such applicant to conduct a single business transaction with persons other than a casino licensee or applicant for a casino license, provided that the requirements of 1., a), (1) through (3), above, are satisfied.
2. Permission to conduct business pursuant to 1., b), above, shall be for an initial period of upto six months. Upon a showing of good cause by the applicant, the Division may issue renewal transactional waivers for additional periods, in the Director's discretion, until licensure of the applicant is decided. It should also be noted that the Division may reconsider the granting of any transactional waiver approval issued at any time.